



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

*Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary*

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Date: June 29, 2015

To: DDA Providers of FISS Services

From: Sharita Alam, Chief Financial Officer, DDA SA

Re: **Billing for Respite-Only FISS Contracts**

THIS LETTER IS AVAILABLE IN ACCESSIBLE FORMATS. TO REQUEST ANOTHER FORMAT, PLEASE CONTACT [HELPDESK.DDA@MARYLAND.GOV](mailto:HELPDESK.DDA@MARYLAND.GOV).

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Effective July 1, 2015 (Fiscal Year 2016), DDA providers with Family/Individual Support Services (FISS) contracts that only include respite services should no longer use the DHMH 437 invoice forms to claim reimbursement from the DDA. Instead, providers should use the Contracts OTO invoice template for one-time-only costs. The Contracts OTO invoice template and instructions for completing the invoices and submitting the accompanying CMS 1500 Medicaid claims forms are located on the DDA's website here - <http://dda.dhmf.maryland.gov/SitePages/rates.aspx>.

While the DDA recognizes that these respite-only FISS contracts are annualized and not one-time-only in nature, respite services are discrete and should be billed accordingly. The use of the Contracts OTO template to bill for these respite-only contracts does not deem them as one-time-only. By using the OTO template to bill for these contracts, DDA will be able to ensure that providers have submitted the necessary CMS 1500 Medicaid claims forms or remittance advices prior to getting reimbursed by the DDA. This in turn will increase the federal funding available in the DDA system. **Since respite is a waiver service, providers with respite-only FISS contracts should also submit CMS 1500s for services provided in FY15 no later than September 30, 2015.**

Providers that provide respite services through FISS contracts that also include services other than respite should continue using the DHMH 437 invoice forms for billing until these contracts have been unbundled. Further guidance on this topic is forthcoming.

If you have any further questions or comments regarding this memorandum, please send them to your regional fiscal director or to [dda.cfo@maryland.gov](mailto:dda.cfo@maryland.gov).

CC: Bernard Simons, Deputy Secretary, DDA  
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